



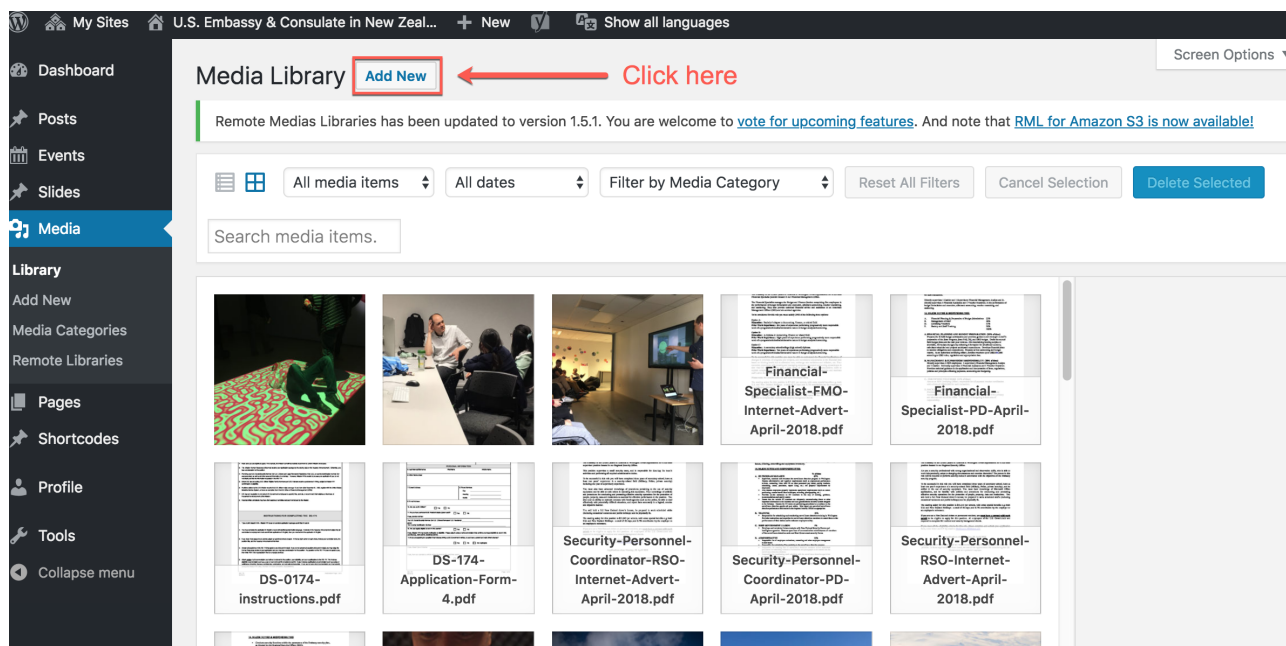
# MWP 1.0

## Pro-Tip: Creating PDF Links

Uploading and linking PDF resources is an important task on the Embassy websites. Follow the following steps to ensure you link PDFs properly.

Upload your PDF to the Media Library the same way you would an image or other media.

1. **Click** the **SELECT FILES** button and use the desktop's Open window to **Locate** and **Select** files for upload.
2. **Locate** the files on the desktop and **Select** the files to upload. **Drag** them to the **DROP FILES HERE** area of the interface.





GPA

Once uploaded, select the PDF you wish to link and copy the URL listed in the Attachment Details.

The screenshot shows the 'Media Library' interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, Events, Slides, Media (selected), Library, Add New, Media Categories, Remote Libraries, Pages, Shortcodes, Profile, Tools, and Collapse menu. The main area has a header with 'Media Library' and an 'Add New' button. Below the header is a notification bar. A filter bar contains 'PDF', 'All dates', 'Filter by Media Category', 'Reset All Filters', 'Cancel Selection', and 'Delete Selected'. A search bar says 'Search media items.' Below this is a grid of 15 PDF thumbnails. The first thumbnail, 'Financial-Specialist-FMO-Internet-Advert-April-2018.pdf', is selected with a blue border and a checkmark. To the right is the 'ATTACHMENT DETAILS' panel. It shows a preview of the selected PDF, the filename 'Financial-Specialist-FMO-Internet-Advert-April-2018.pdf', the date 'April 17, 2018', the size '159 KB', and a 'Delete Permanently' link. A red arrow points to the 'URL' field, which contains 'https://nz.edit.usembassy'. The 'Title' field contains 'Financial Specialist (FMO)' and the 'Caption' field is empty with a 'Max 300 char' limit.

Be sure to note the size of the PDF file.



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Select the text on your page or post where you want to link the PDF and click the Insert Link button. Be sure to include the file size of the PDF in the following format: (PDF # KB)



GPA

If you're sharing the link directly to someone outside of WordPress (e.g. via email, etc.) remove the word "edit" from the PDF URL link in order to make the PDF viewable by a public audience outside of WordPress.

## Update your page/post and enjoy your fully functional PDF link

**DON'T FORGET** to activate the "Adobe Reader" sidebar option



GPA

The screenshot shows the GPA website editor interface. The left sidebar contains navigation links: Dashboard, Posts, Events, Slides, Media, Pages (highlighted), Pages, d New, Shortcodes, Profile, Tools, and Collapse menu. The main content area is titled 'U.S. Embassy & Consulate in New Zealand' and includes a 'no' radio button. The 'Sidebar Options' section is expanded, showing 'Sidebar Elements' with 'Adobe Reader', 'Links 1', 'Links 2', and 'Video'. The 'Custom Sidebar' section has a 'No' radio button and a 'Yes' radio button (selected). The 'Instructions' section states: 'Place a check next to the widgets you would like to display on this page. Number the order of your widgets [1 - 8]. Only 8 widgets will display on your page at any given point.' A red box highlights the 'Adobe Reader' widget with 'Order' 4 and a checked checkbox. A red arrow points to this box with the text 'Activate Adobe Reader sidebar'. The right sidebar contains sections for 'Template' (Default Template), 'Order' (0), 'Expiration' (Enable Expiration checkbox), 'Images' (Image 1 and Image 2), and 'Image 2 Alignment'.

**NOTE:** This step is very important for accessibility because the “Adobe Reader” sidebar allows anyone who does not have PDF reading software to download the free version of Adobe Reader.



we promise to you, are you approving, that.

- We will treat you with dignity and respect, even if we are unable to grant you a visa.
- We will treat you as an individual and your case as unique.
- We will remember that, to you, a visa interview may be a new or intimidating experience and that you may be nervous.
- We will use the limited time available for the interview to get as full a picture as possible of your travel plans and intentions.
- We will use our available resources to fairly assist all applicants to get appointments to allow travel in time for business, study, and other important obligations.
- We will post detailed and accurate information on visa requirements and application procedures on every Embassy and Consulate website.
- We will provide information on non-immigrant appointment waiting times at every Embassy and Consulate posted on <http://travel.state.gov>.
- We will explain the reason for any visa denial to you.

Furthermore, if you are a:

- Student, we will make every effort to ensure that you get an appointment and, if qualified, a visa in time to start classes.
- Medical and humanitarian emergency traveler, we will expedite processing for those dealing with life threatening emergencies.
- Business traveler, we will establish appropriate mechanisms to facilitate business travel and

#### Government Agency Links

[U.S. Citizenship and Immigrant Services](#)  
[U.S. Customs and Border Protection](#)  
[USA.gov](#)  
[U.S. Department of State](#)

#### Download Adobe Reader



How the Adobe Reader sidebar looks in action